



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (TYPING)**

**\$2,740 - \$3,429**

**COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH**

**CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN)**

**SACRAMENTO OR LOS ANGELES**

**Limited Term – 24 months\***

### **RESPONSIBILITIES:**

The Department of Insurance is seeking to employ an experienced individual to provide technical and clerical support to the California Organized Investment Network (COIN Program). Under the supervision of the COIN Program Director and/or Deputy Commissioner, the Office Technician will provide a variety of technical support/assistance to the COIN Program staff. Duties will include, but are not limited to, independently composing, typing and editing various letters, memorandums, spreadsheets, and reports; attending, recording and transcribing all COIN Advisory Board meetings; preparing and distributing COIN informational packets/brochures and quarterly newsletter; scheduling meetings, conference calls and video conferences; maintaining schedule and coordinating the appointments/activities and calendar of the Director; coordinate travel and facilities logistics; assist COIN staff with travel arrangements as needed; prepare and submit all Travel Expense Claims for COIN staff; greet visitors, answer/screen telephone calls and handle /refer as appropriate process and review incoming mail and distribute to appropriate staff; serve as timekeeping and attendance monitor for COIN staff; and other related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence, and originality in performing assigned tasks;
- Excellent typing, editing and transcription skills;
- Excellent interpersonal skills and ability to work well with others and contribute as a team member;
- Ability to prioritize multiple assignments and work well under pressure with short deadlines;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel and Outlook;
- Excellent communication skills;
- Ability to maintain a courteous and professional demeanor at all times with staff and the public.

### **WHO MAY APPLY:**

08/18/14 NT

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility for Office Technician (Typing). Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

***\*This position is limited term for twenty-four (24) months - may become permanent***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "OFFICE TECHNICIAN (TYPING), PSN # 413-184-1139-650" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Eva Crew at (916) 492-3310.

**FINAL FILING DATE: Wednesday September 3, 2014, Close of Business**

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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